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CONGRESS OF THE UNITED STATES

HOUSE OF REPRESENTATIVES

COMMITTEE ON INTERNAL SECURITY

WASHINGTON, D.C. 20515

March 18, 1971

Honorable Richard Helms  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

Please be advised that the Committee card file utilized by your agency in conducting name checks will be converted to a mechanized filing system on or about March 24, 1971. The conversion of records will necessitate the closing of Committee files from March 24, 1971 to March 31, 1971.

Consistent with the need to maintain the integrity of our filing equipment and with providing a quality service to you, we request that when this equipment becomes operational, you submit to the Committee in duplicate a typed list of names you wish to have checked. The Committee staff member will check these names and advise your representative upon completion. Positive information on names which requires evaluation by your representative will be furnished to him for perusal within the Committee space.

We recognize that there may be some problems with these new procedures and that after some experience with the system, modification may be needed.

Your efforts to hold urgent requests to a minimum will be appreciated as is your cooperation during this period of transition.

Sincerely yours,



Donald G. Sanders  
Chief Counsel

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	The Director	22 MAR 1971	<i>[Signature]</i>
2	Mr. John Maury		
3			
4			
5			
6			

<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE


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SECRET

STATINTL

24 March 1971

 Office of Security, has taken action  
on this request and assured me there was no problem.  
No reply is needed. JMM has been informed.

ILLEGIB

LLM

